

IA 60

Le Mars to Sheldon

Plymouth and Sioux Counties

2000-2004

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District 3 requested a crash history for the length of IA 60 between Le Mars and Sheldon in Plymouth and Sioux counties. They did not indicate what years of data they were interested in but the most recent 5 years available (e.g., 2000-2004) is a standard request. No query was asked for, they did not indicate which reports they wanted, nor did they request a stack; therefore, the normal reports that are requested will be run and a stack that communicates location and severity will be produced. This may be overdoing it and it might normally be advisable to ask.

This example will assume that the user has a basic knowledge of ArcView SAVER. If a more detailed example is desired, see the Harrison County example. Some of the pictures may also be of different SAVER examples. While they might not show the same segment of roadway, the task that they are describing is the same.

Step 1: Open the SAVER Project

Start SAVER. Go to the ArcView pull-down menu and select Start SAVER.

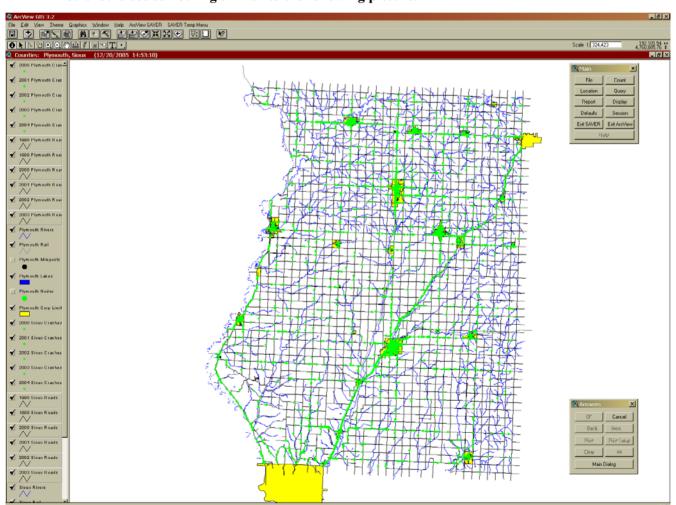
Click Continue at the about dialog box.

Open New Map

Next open up the Plymouth and Sioux County maps with the appropriate years of data (2000-2004).

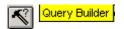
To do this go to File>New>County and select Plymouth and Sioux Counties. Click Next. Select the appropriate years (2000-2004 in this case) and click next.

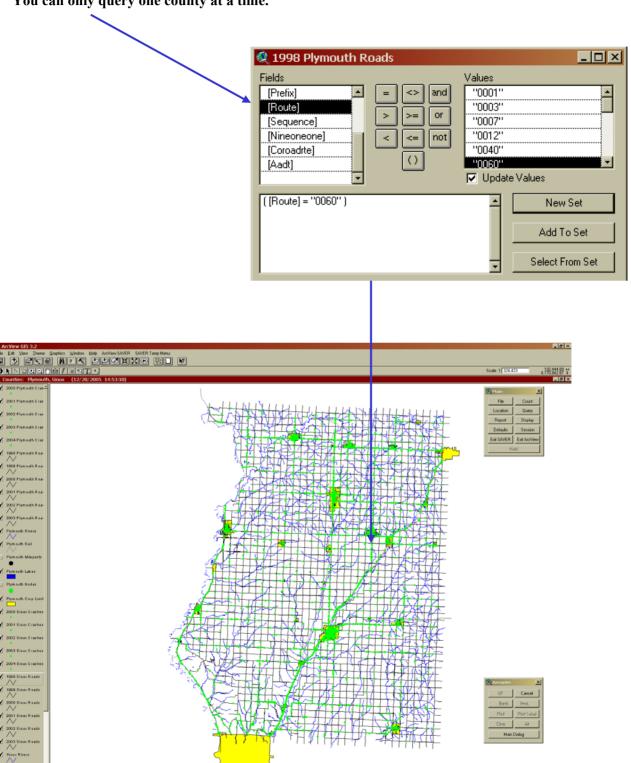
You should see something similar to the following picture.



Find Location

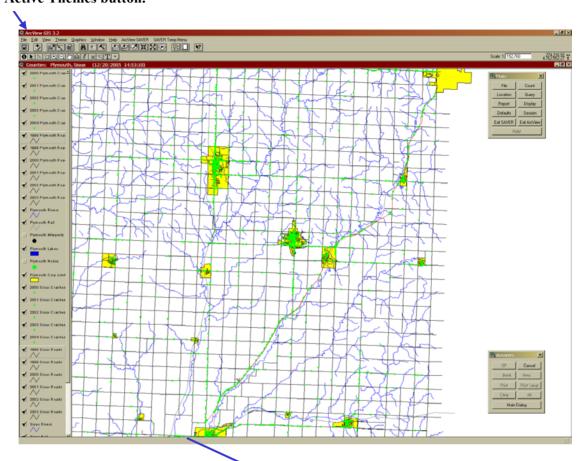
If you are unsure where the section of road is located at in Plymouth and Sioux Counties, you can use the Query Builder tool button to find it. You can only query one county at a time.







Click the Zoom to Selected Features of Active Themes button.

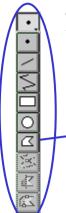


Next, crash selection!

Select Crashes



First, click the Zoom to Selected Features of Active Themes button. This should zoom the map in to the area of most concern.

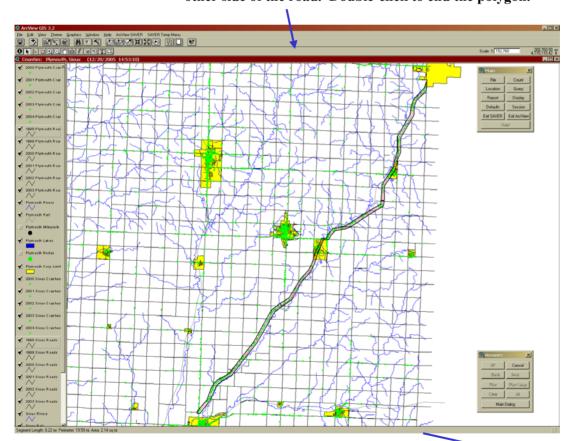


Then, click and hold on the Draw Point tool button. Other shape options will appear.

Click the Draw Polygon option



Begin drawing Polygons which encircle the area. Because this section of roadway is rather long, you may want to draw multiple Polygons. To draw a polygon, single-click on the map at the start point, then move the mouse to the next vertex, single-click. Keep doing this until you have defined all corners of the polygon. As you do this, a polygon will be displayed, use it for visualization. Proceed along one side of the road, cross, then return along the other side of the road. Double-click to end the polygon.

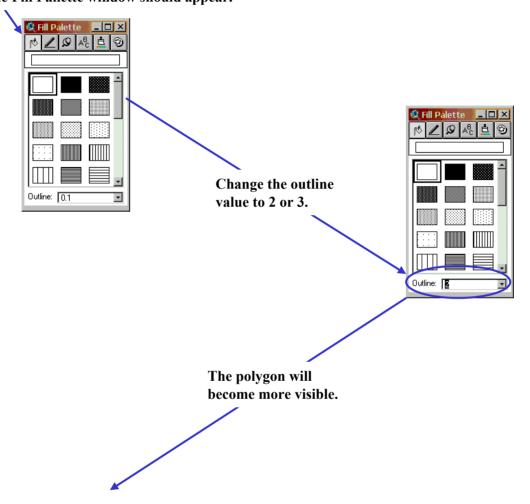


Draw sufficient polygons to define the entire area.

For display purposes, you can thicken the perimeter.



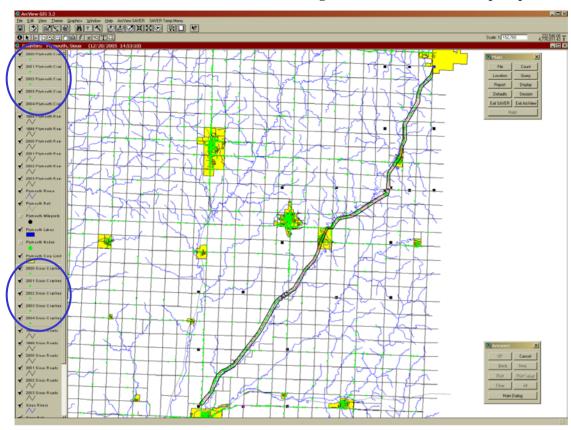
First, we need to select a graphic to thicken. Click the Pointer tool button, move to the perimeter of the graphic and click. The graphic should have selection boxes appear at its "virtual" extent. Now, double-click on the edge of the polygon. The Fill Pallette window should appear.



Repeat this for all polygons.

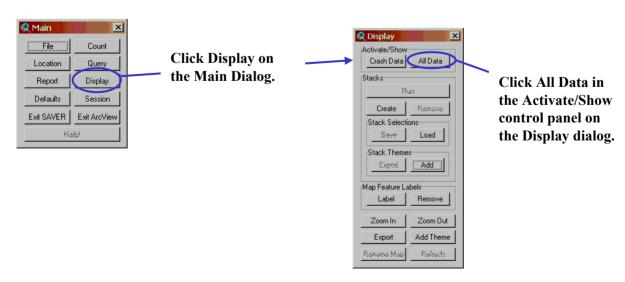
When done, draw a large box that encompasses all polygons for one of the segments. This will select all of the polygons for that section of roadway. This will need to be repeated for the other section of roadway after the crash reports are run for this section of roadway. Set the crash themes active.

To set the crash themes active, as shown in the figure below, there are multiple options.



One option is to click on the theme names, holding the Shift Key down to select multiple. This is the easiest option if only one or two counties are open. If more than that are open, shift clicking will have to be done numerous times.

Alternatively, you can use the following procedure to set multiple counties active simultaneously.





A dialog that displays the current activation and visibility settings for each theme type appears.

Change the choice from Mileposts to Crashes.





T:::=1

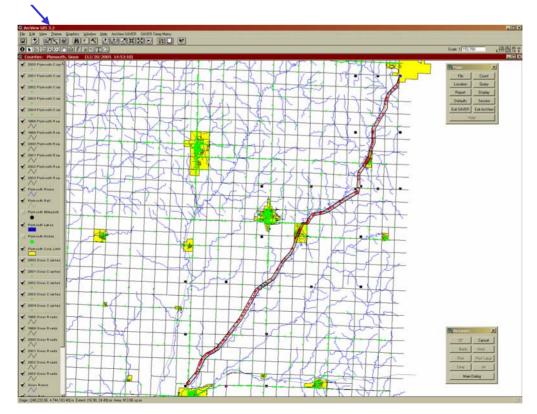
Select Features Using Graphic

all other themes to become inactive.

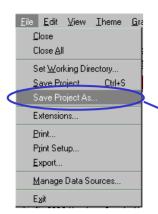
Clicking next after the change has been made

will cause all crash themes to become active and

Clicking on the Select Features Using Graphic button while the graphic(s) are selected and the crash themes are active will result in the selection of crashes within or touching the graphic(s).



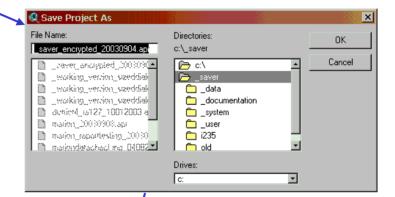
Save Project



Periodically saving your work is a good idea. Occasionally, something will cause ArcView to shut down. If you haven't saved, your work will be wasted. To save an ArcView SAVER project, locate the File menu in the upper left of the ArcView window. Click on File and the menu will expand.

Click on Save Project As...

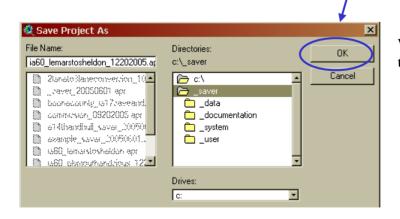
The Save Project As dialog appears with the name of the SAVER project visible and highlighted. Type in some other name which describes your current project. Updating the date may help you recall, months from now, what the project was.



Note: Clicking Save Project from the File menu or leaving the file name the same will overwrite the SAVER project. This will cause the current views, tables, etc. in the project to open the next time you open SAVER.

Note: Please only save the projects within the _saver directory. Saving them somewhere else could cause problems.

For this example, type in "ia60_lemarstosheldon_<date>", where <date> is the current day's date.



When finished, Click OK and the project will save.

Note: To open this project later, first open the SAVER project, then choose the File menu, click on Open Project (available when the project window within ArcView is active), and locate your project file.

Count Crash Frequencies, Severities, and Injuries



A quick report of crash frequencies, crash severities, and injury severities may be obtained.

If not already at the Main dialog, go there. To do this easily, click on the Main Dialog button on the Answers dialog.

Main

File Count
Location Query

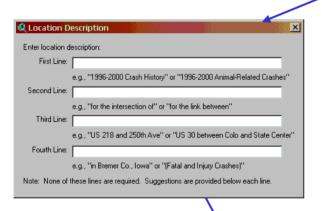
Report Display

Defaults Session

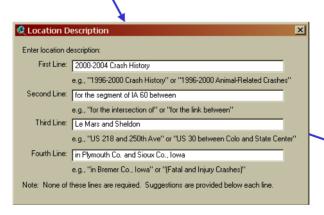
Exit SAVER Exit ArcView

Helip!

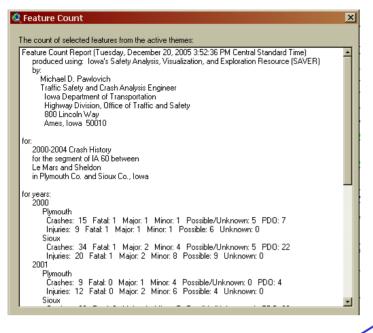
Click the Count button.



Enter a description. Suggestions are made. This step is optional but advised.



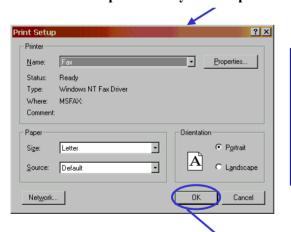
Click Next in the Answers dialog box.



After a bit of computer time, a Feature Count report appears. This report shows the date and time of creation, which program was used, the analyst contact information, the location, and a year by year, county by county breakdown of the crash history. A total for all years and all counties is shown at the bottom.



To print this using ArcView's limited print options, first click the Print Setup button on the Answers dialog. The print setup should direct you to the default printer for your computer. Change whatever needs changing.



Note: ArcView's print options are fairly limited and subject to changes in screen resolution. An alternate option, presented on the next page is to copy and paste the text from the Feature Count report into a word processor (e.g., Word). This allows the analyst more printing and formatting options.

Click OK.



Click Print.





To utilize an optional printing method, begin by highlighting the entire text within the Feature Count report.

To copy the highlighted text, hold down the CTRL key on the keyboard and depress the C key. This copies the text into the computer's clipboard.

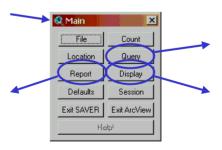


Open your word processor (e.g., Word) and either use the Edit > Paste option (available via the menu or with a right click on the mouse) or hold down the CTRL key and depress the V key. This pastes the text into the active window.

Reformatting, saving, printing, and other options are now available via the word processor.



When done, click the Next >> button to return to the Main dialog.



Now, options like Querying, Reporting, or altering the map Display are available to you. Each of these is optional.

Actually, the Count option was optional as well.

Queries and Reports



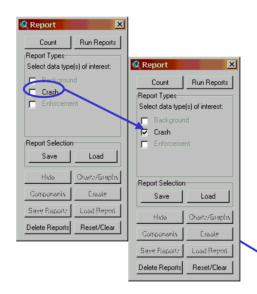
To begin a query, begin at the Main dialog and click the Query button. However, as this was not requested, this step can be skipped. All possible crash attribute values are included by default. Querying limits these values to selected choices.

Not requested.

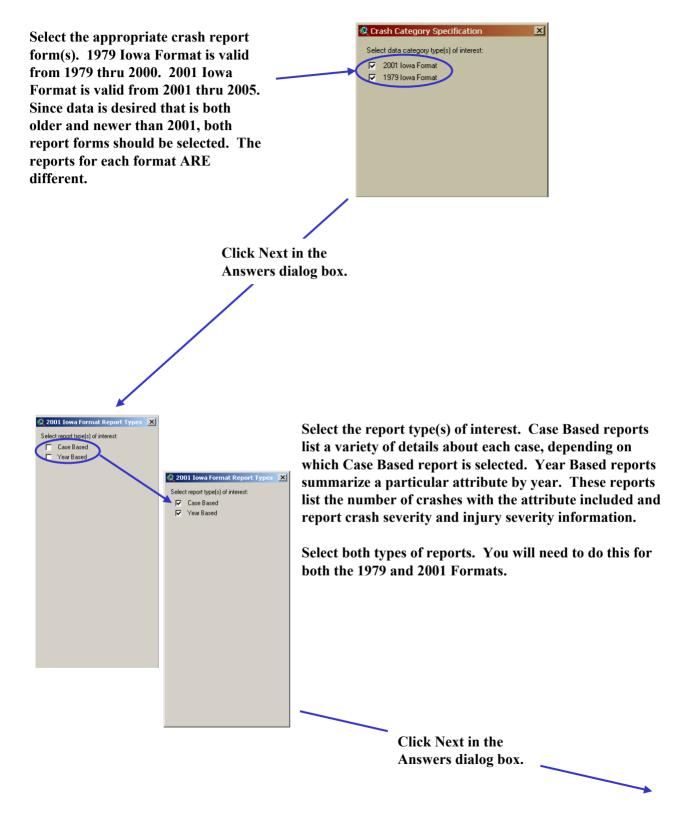
To begin a report, begin at the Main dialog and click the Report button. Reports list a variety of details or summarizations of the data, depending on user selections.

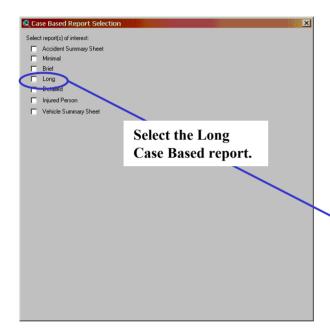
Click Report in the Main dialog box.

Select Crash.

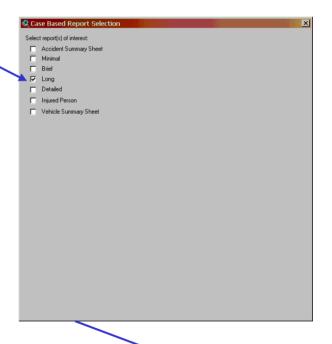


Click Next in the Answers dialog box.



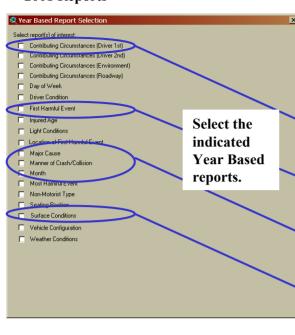


Case Based reports list different amounts of information and this is somewhat indicated by their names. Minimal reports list the least information and Detailed reports list the most. Brief and long list an amount of information between these two. The other reports are used for specific cases within the Iowa DOT Office of Traffic and Safety (TAS).

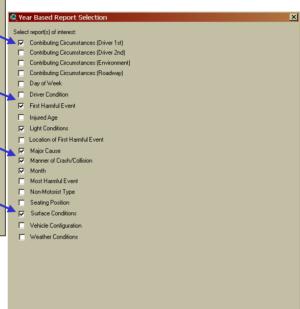


Click Next in the Answers dialog box.

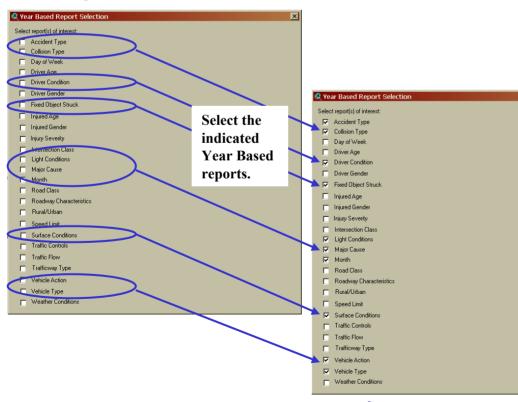
2001 Reports

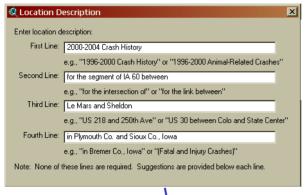


Year Based reports summarize specific types of attributes. These types are indicated by the names. Select the indicated Year Based reports. Select whatever reports are deemed necessary for the location.



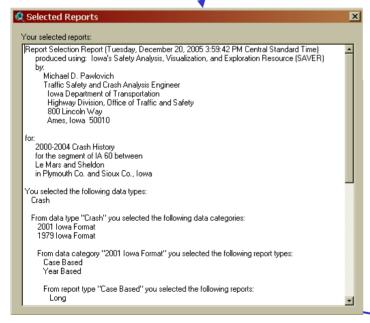
1979 Reports





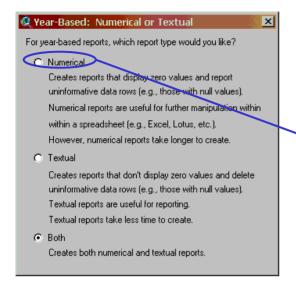
Following selection of the reports, the Location Description dialog appears again. The previous description should appear as well. Change it if you want.

Click Next in the Answers dialog box.

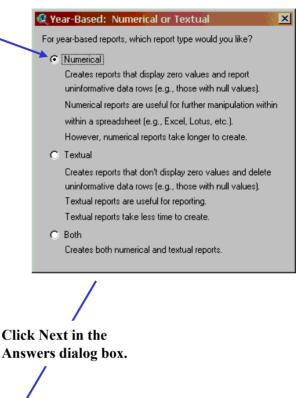


A report detailing your Selected Reports appears. You may print this, save it, or not. Review it. It should list the reports you selected.

Click Next in the Answers dialog box.



A dialog asking what type of Year Based report you wish appears. The only choice should be Numerical. If not, select Numerical.



The time these reports take to be developed depends on the number of active crash themes (i.e., number of years and number of counties), number of selected crashes, and number of reports selected. This is something that individual users will have to gain experience with as the report development time also depends on computer-specific capabilities (i.e., processor speed and available memory).

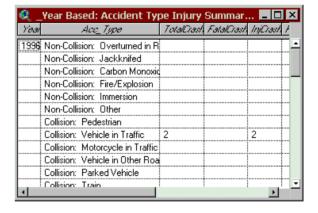
Each individual report will appear in the upper left, be developed, and its window hidden finished. The reports run in the order selected. The process is finished when the last report is hidden and no new report appears. Case Based reports will fill in as development is ongoing. Year Based reports will remain blank until the final write stage. If the progress bar is moving (or flashing very rapidly, depending on the things listed above) then SAVER is still running the reports.

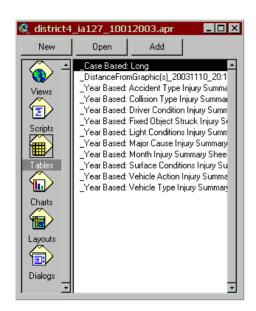


A case-based report lists many details of each crash in word form (as opposed to code form). The first column, Crash Key, is an internal SAVER number and is assigned arbitrarily. The CaseNumber column is the case number assigned by the Iowa **Department of Transportation (Iowa DOT).** Additional details will include some crash-wide statistics (e.g., date, time, severity, collision type, major cause, etc.), vehicle statistics (type, action, damage, etc.), driver statistics (age, gender, condition, contributing circumstances, etc.), and injury statistics (age, gender, severity, restraint use, etc.). The number of additional details is defined by the case-based report chosen. The "minimal" report has sparse details, mostly limited to crashwide statistics. The "brief" report adds vehicle and driver statistics. The "long" report adds further vehicle and driver statistics and some injury details. The "detailed" report has most typically interesting details about a crash.

A year-based report provides counts of crash severities and injury severities pertaining to each value of a given crash variable by year. For example, if Accident Type were chosen, each value of Accident Type (e.g., Collision: Vehicle in Traffic, Collision: Train, etc.) has the number of total, fatal, injury, and PDO crashes reported. Additionally, the number of total, fatal, major, minor, possible, and unknown injuries are reported. This is done for each year of data active on the map. Therefore, if 2001-2005 data were active, the report would show details for each value of Accident Type for each year.

For year-based reports, Excel templates have been developed to enable simplified summarization (e.g., a 5-year summary) and standardized display and print capability. This will be explained in a few pages.





Once the selected reports have finished running, you will be returned to the Report Dialog.

The report windows will have been closed but they are still available within SAVER in two ways. The first is through the Project Window, which is shown to the left. Using the project window and highlighting the Tables icon, as shown, you can choose any of the reports individually and open them by double-clicking. This is the way to do it using ArcView's normal capabilities.

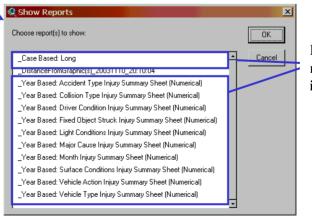


Alternatively, you can show the reports by clicking the show button on the Report Dialog. This is the way to do it using SAVER.

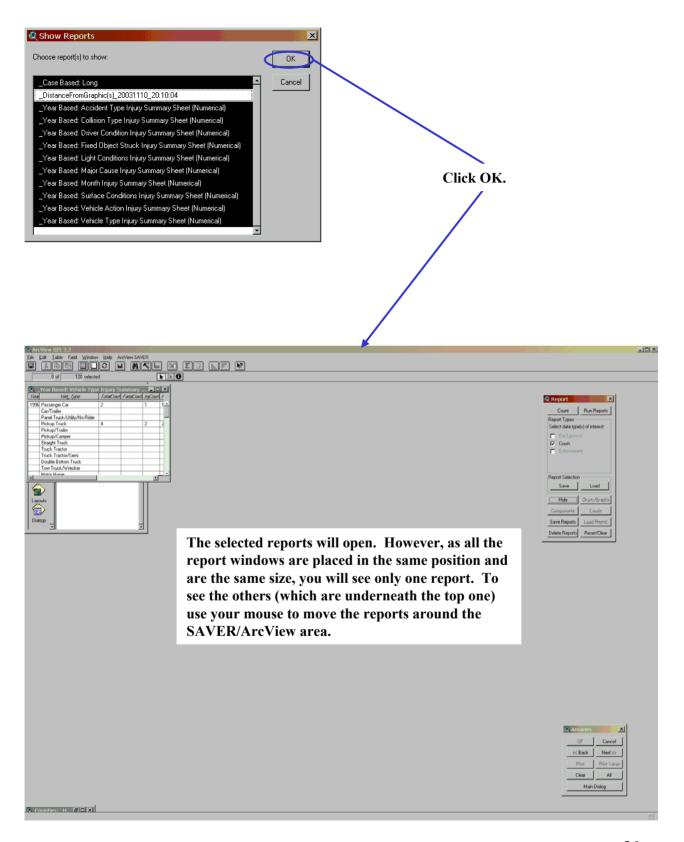
A list of the available reports (i.e., those you have created) appears. To highlight those you are interested in, click on the first, then hold the Shift key and select the rest. This selection is a toggle selection; therefore, if you select one accidentally, just click on it again and it will be unselected.

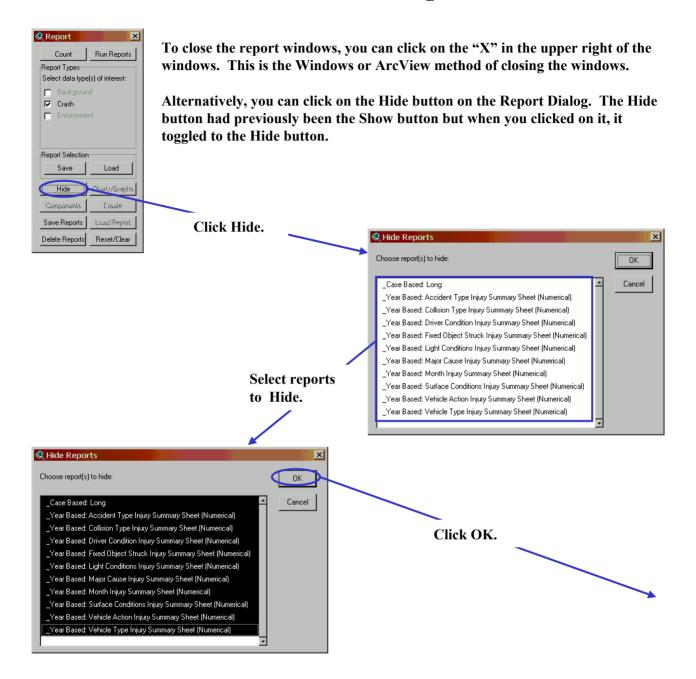
Click

Show.



Highlight the reports of interest.

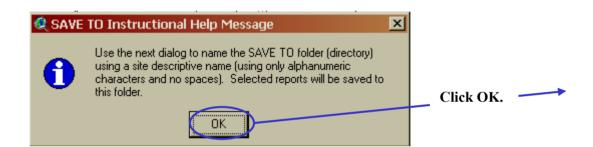






To save the reports for other purposes (e.g., opening them with Excel and making nicely formatted reports with lines, centering, titles, etc), click the Save Reports button on the Report Dialog. This will allow you to save each report to a user-defined directory.

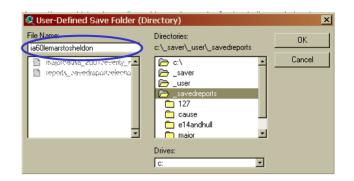
A Save Reports dialog box then appears. Select the reports you would like to save in the same manner as when you wanted to show or hide the reports. When you click OK the following message is displayed.



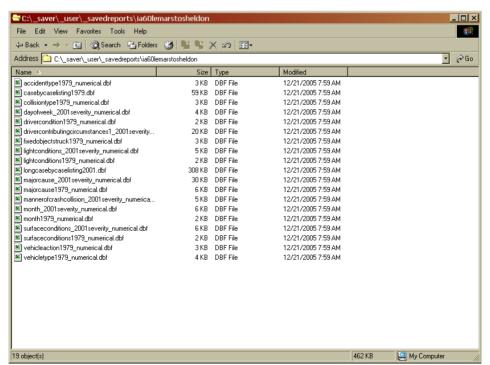
You can create a folder where you would like all of the reports you selected to be saved and SAVER will save all of them to that folder automatically. This is slightly different from previous versions of SAVER in that you had to save each report individually.

In the User-Defined Save Folder dialog box, type in the name of the folder you would like to create to save the reports to in the File Name field.

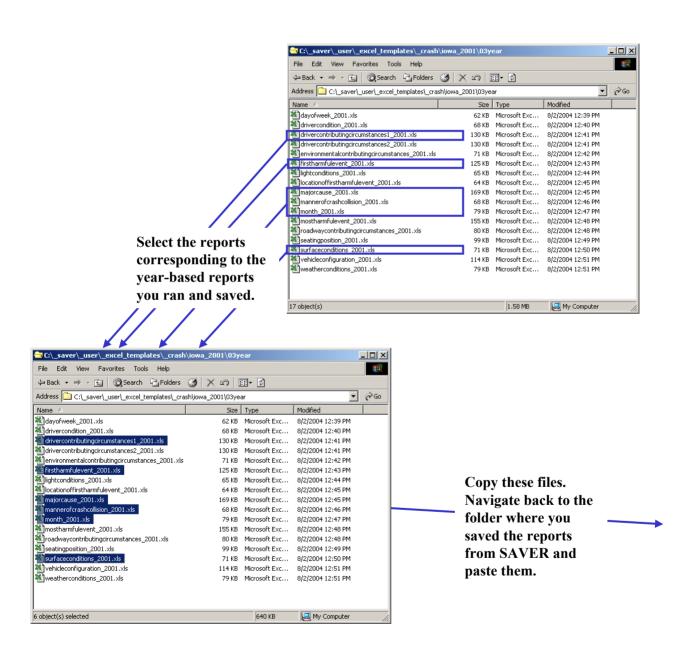
When you click OK you are asked if you would like to save the entirety of the reports. Unless you have selected a subset of the report and have some reason for saving only that portion, click Yes. SAVER then saves all of the reports you selected to the folder that you had it create.



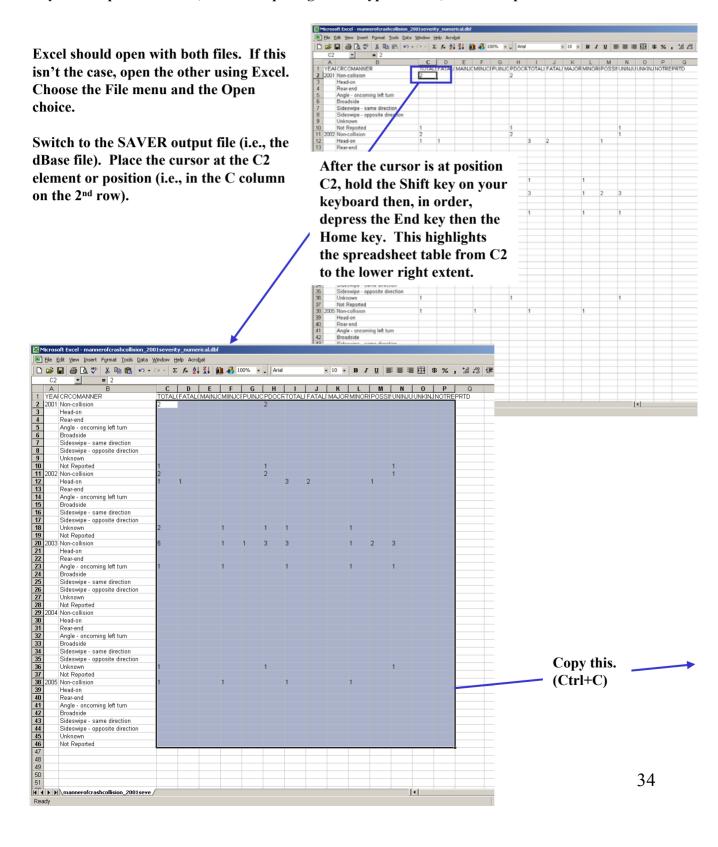
The recently saved reports appear here. Next, for the year-based reports, you can use the Excel templates that have provide standardized header and footer space, formatting, and calculations.



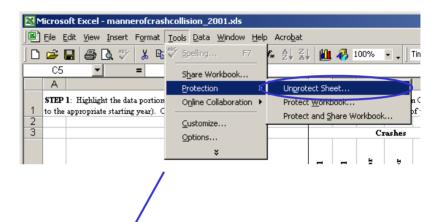
To find the Excel templates, navigate to "C:_saver_user_excel_templates_crash\iowa_2001\" or "C:_saver_user_excel_templates_crash\iowa_1979\" as appropriate. Then find the appropriate year range, 5-year for this example.

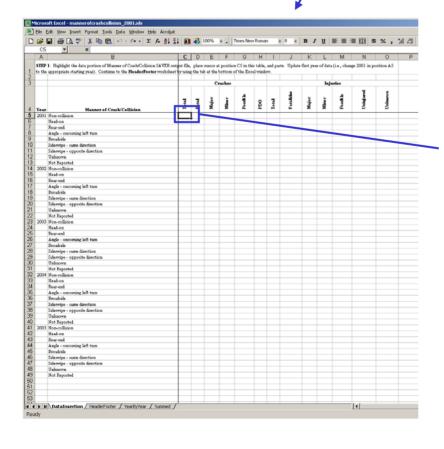


Open one of the SAVER output year-based reports and its appropriate Excel template. If the dBase SAVER output files aren't targeted to open within Excel, you can change this or you can open Excel first, switch to opening files of type dBASE, and then open the file.

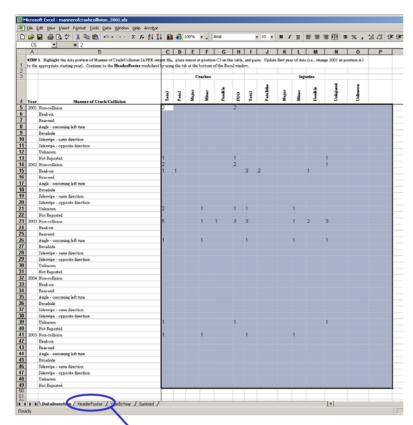


Switch to the Excel template. Before you can paste the data, you may have to unprotect the worksheets. To do this go to Tools>Protection>Unprotect Sheet. If you are prompted for a password, type in "saver" in all lower case.



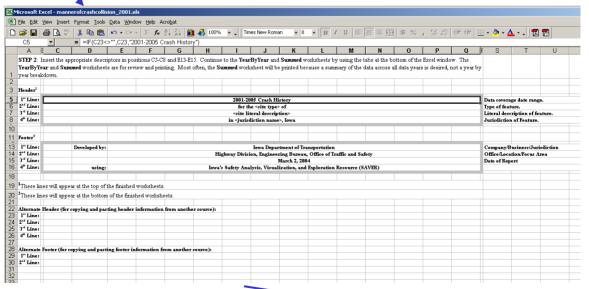


Place the cursor at position C5. Paste the copied data here (Ctrl+V).



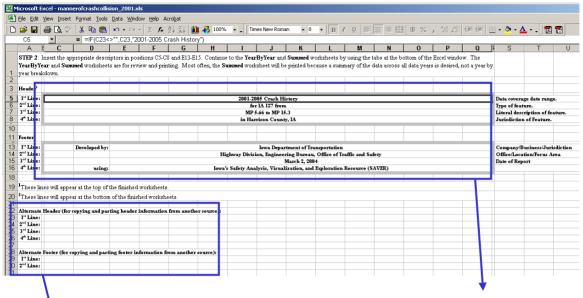
Now switch to the HeaderFooter tab.

Here we can add some header and footer information that will be useful when printing out the data.



Next page...

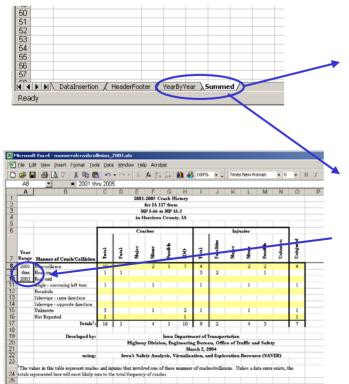
Information can be added in two locations.



Information can be pasted in here if copied from another source such as SAVER.

You can type information directly in here. This is usually the same information that was entered when doing the Feature Count Report in SAVER.

The description you type will automatically appear on the summary sheet.

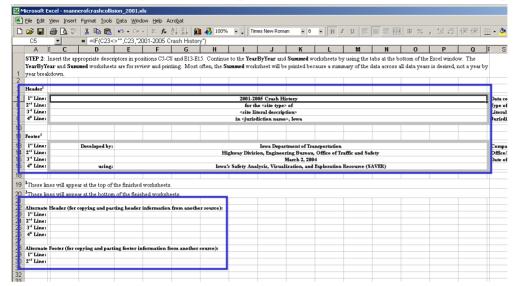


Nothing needs to be done in the YearByYear tab. This could be printed as it appears if you wanted to see a Year by Year summary of the crashes.

The Summed tab contains a summary of the data. The only thing that might have to be done here is changing the years in cell A8. This could also then be printed.

Do the same for the other output year-based reports (go back to page 34).

If you do all but the header/footer information, then open all the Excel templates simultaneously, you can copy and paste the description and footer between all the Excel templates.





When done or before running further reports, delete the previously created reports. Begin by going back to ArcView SAVER and returning to the Report dialog.

Click the Delete Reports button.

A dialog showing the reports open. Select the reports to delete. Normally, all reports could be selected. Select the reports to delete and click OK. Looking at the Project Window again, all of the reports should be gone.



Next, you can save the selection of reports you had created. That is, you can save the fact that you had chosen to run a case-based report and 7 year-based reports in the 2001 Iowa Format and a case-based report and 10 year-based reports in the 1979 Iowa Format. Then, when you do another request, you can run these same reports by loading the report selection file and running reports. You might do this if you knew you'd always run the same reports for every data request you do. Using the saved report selection, you wouldn't have to progress through all the check boxes that you used to select the 19 reports you ran previously (8 new and 11 old).

Click Save within the Report Selection control panel.



In the Save Report Selection dialog box that comes up, type in a descriptive term for your saved report selection and click OK. You can only replace the portion of the suggested filename prior to the underbar ("_").

To load the saved report selection, click Load on the Report dialog.

Select the report selection to load in the Load Report Selection dialog box that comes up and click OK.

The report selection is loaded and available for running.



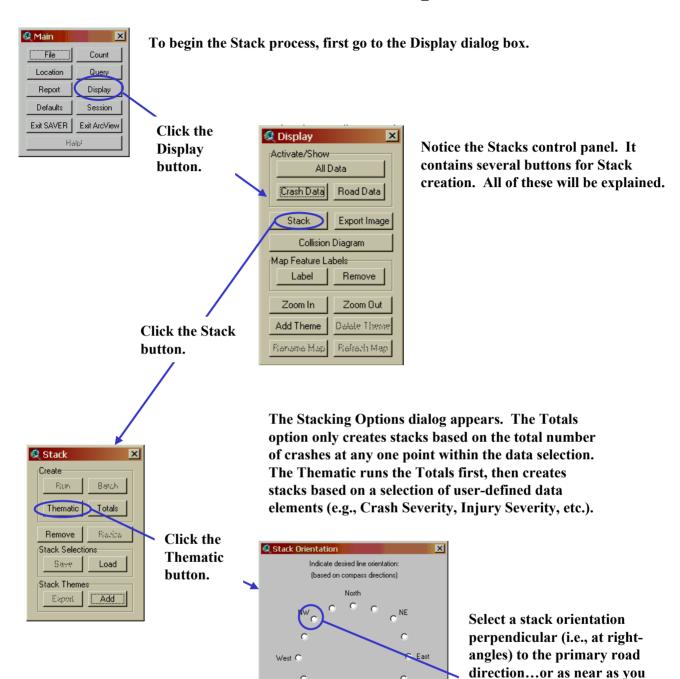


To run the selected reports, click the Run Reports button on the Reports dialog.

This button will run either loaded report selections or previously selections made during the same SAVER session.

Make sure the Numerical radio button is selected and click Next in the Answers dialog box. Progress as before (see page 28).

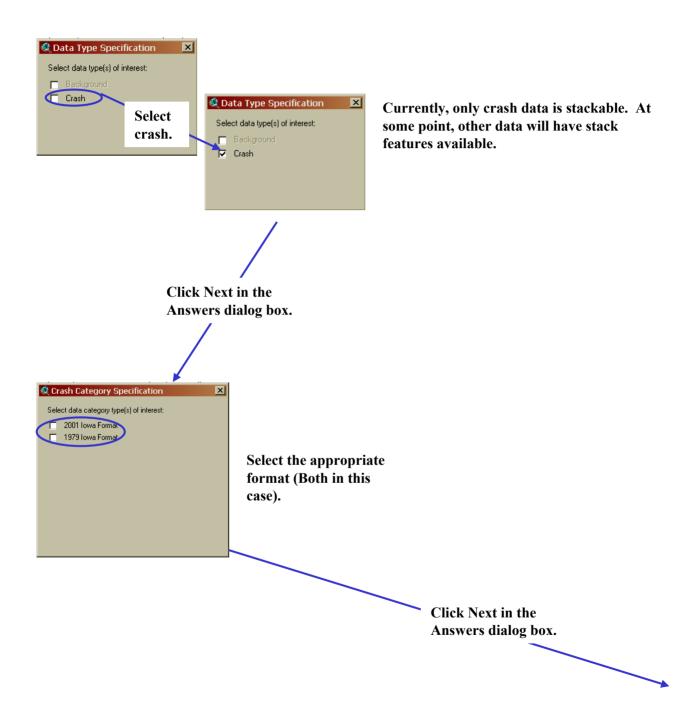
Create Stacked Maps



South

can get to this as many roads

have curves.



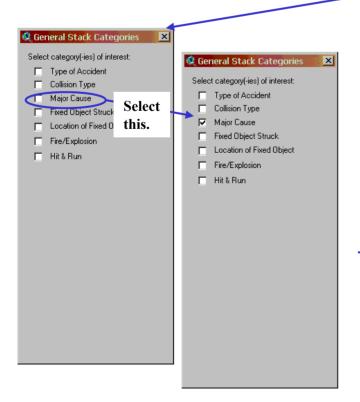


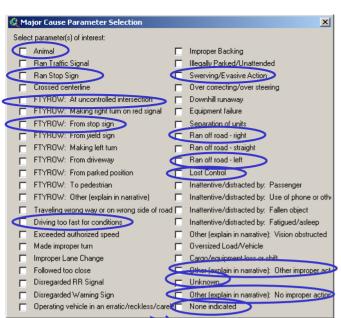
Actually, you may select any of these you wish. The more options you select here, the more further options you will have. Additionally, overall, the more options you select, the longer the stack procedure will take.

A good rule-of-thumb is to select only those stack options that make sense for the location you are analyzing.

Click Next in the Answers dialog box.

When you click Next, the first sub-category window for the options chosen will open...in this case, the General stack categories. Subsequent selection of a General stack category will get you to the final tier of selection, the parameters for the chosen General stack categories as shown on the next page for Major Cause.



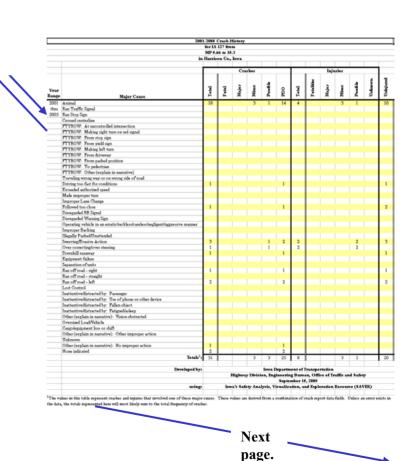


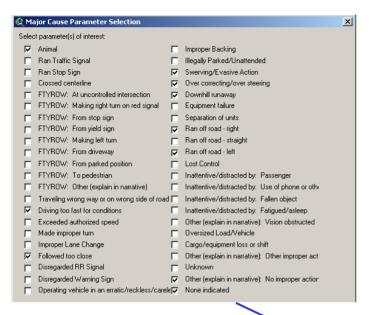
Compare/Contrast

You may select all of the Major Cause (or whichever category you chose) options or you may limit them to those that are of most interest. If you select all, only the Major Causes represented by the selected crashes will be stacked.

To see which Major Causes may be displayed, you can run a Year-Based: Major Cause report first but you don't have to.

The selected options are shown on the next page.

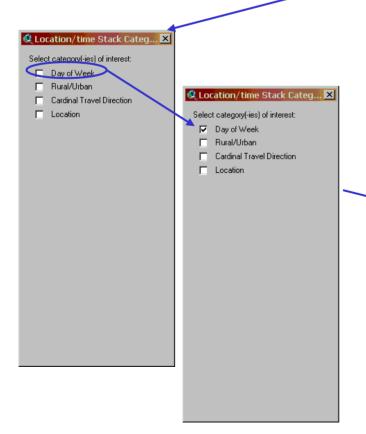


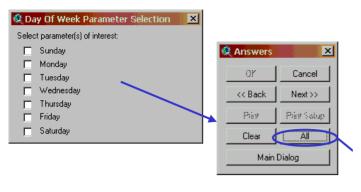


Click Next in the Answers dialog box.

Once you click next, if further options have been selected, they will automatically appear. Thus, the change from Major Cause parameters to the Location/Time categories.

Follow the same procedure for selecting options of interest.



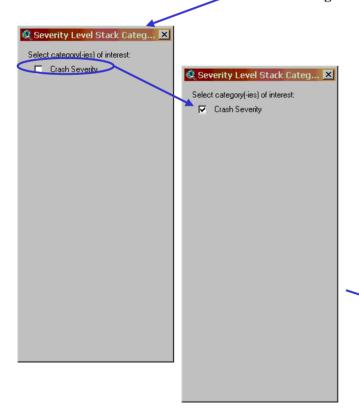


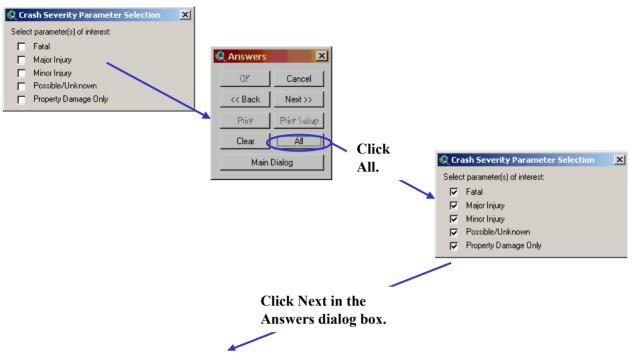
Continue through the selections. If you want every option under a certain set, use the All button on the Answers dialog.

Click All.



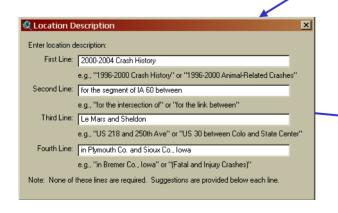
Click Next in the Answers dialog box.



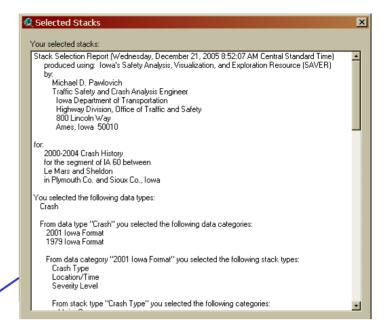


The process will repeat for the 1979 Iowa Format. Some of the options available will be slightly different due to the difference in the forms.

Once all the selections you indicated are finished, a site description window will appear. If you had already filled this information in during some other process (e.g., Query or Report) then it will have that same description. If not, fill it in at your discretion.



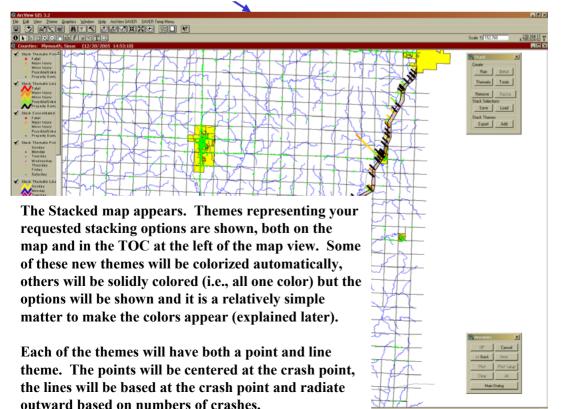
Next you will see a report, similar to those developed for the Query and Report functions, that outlines all the choices you've just made. Print/copy for your records or disregard.



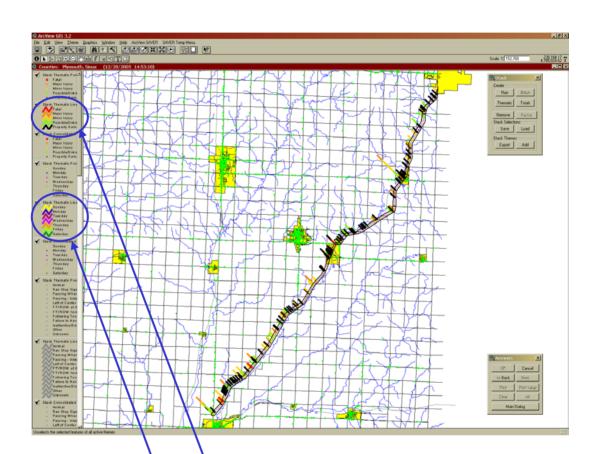
Click Next in the Answers dialog box.



After a wait, the length of which depends on the number of crashes selected, the number of crash stacking options chosen, and the number of years being stacked over, this stacking completion dialog appears.

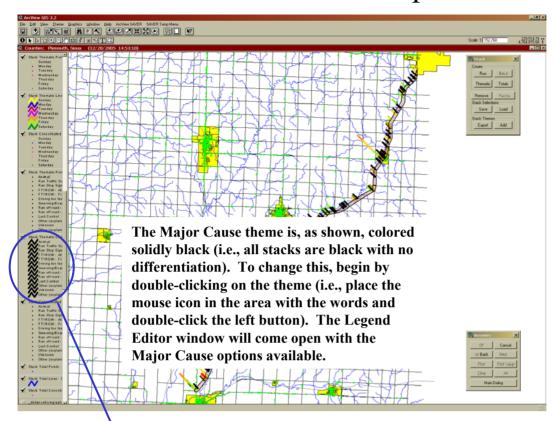


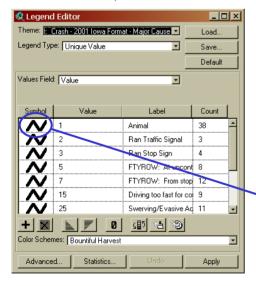
The stacking option that will always be generated is the total crashes at any one point, without regard to type of crash.



Another oft-generated stacking option is the crash severity. These are automatically colorized, with fatal crashes represented by red, injury crashes with some shade of yellow/orange, possible/unknown a shade of green, and property damage crashes by black.

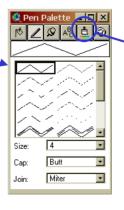
The Day of Week stacking option is also automatically colorized.





Two ways are available to change the colors of the stacks. Both will be explained.

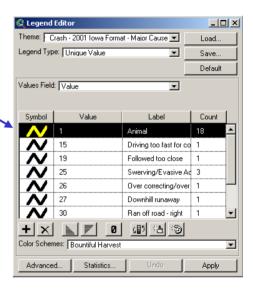
With the Legend Editor window open, you can change individual colors for each category, if you choose. To do this, first double-click on the symbol to the left of a particular category. As shown, for example, double-click on the symbol to the left of the Animal label. The Pen Palette will open.

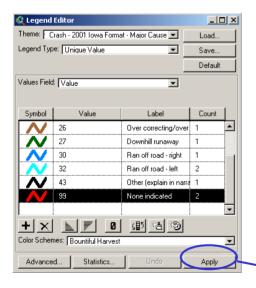


Choose the Paint Brush option.



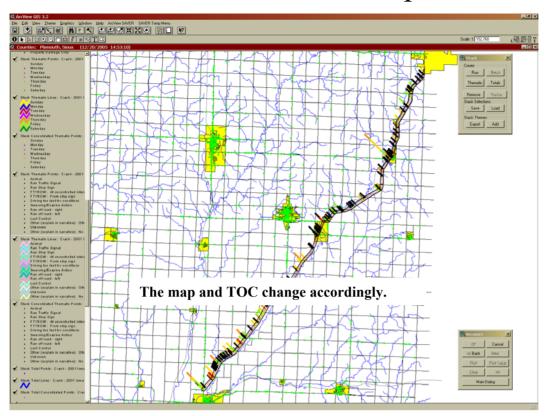
Choose the color you are interested in. It should change in the Legend Editor window.

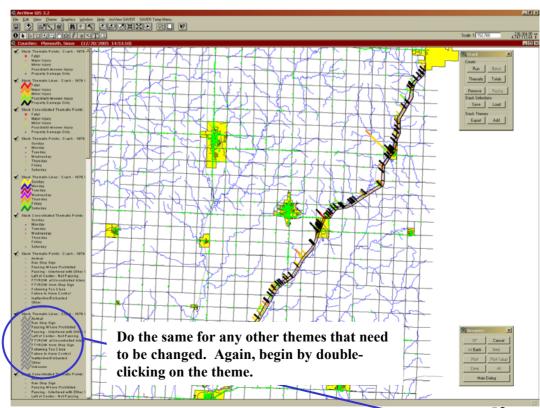


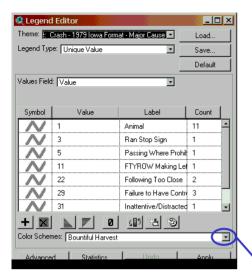


Do the same for the other categories. Try to pick colors that might aid understanding of the meaning. This isn't always possible.

Click Apply. Then close out of the Pen Palette and Legend Editor.





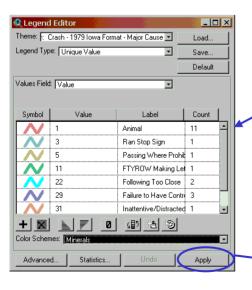


This time, use the color schemes near the bottom of the Legend Editor.

Click the list arrow to the right of the Color Schemes.

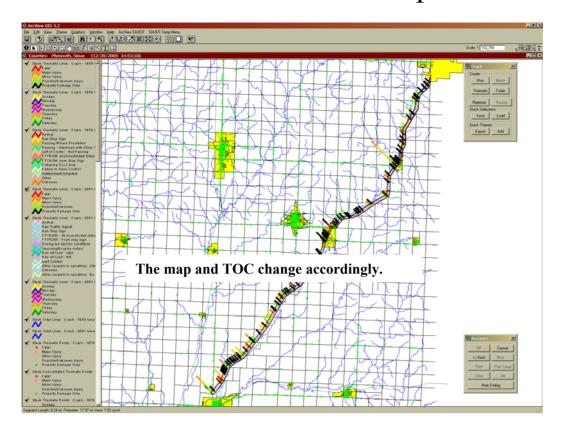
_ | × Theme: : Crash - 1979 Iowa Format - Major Cause Load. Legend Type: Unique Value Save. Default Values Field: Value ፱ Label Animal Ran Stop Sign Passing Where Prohilt 1 FTYROW Making Let 1 Following Too Close 2 Failure to Have Contre 3 Inattentive/Distracted 1 45 B

Choose an appropriate color scheme. You may have to investigate several.



Choosing a color schemes automatically colorizes all options. However, the color choices are less likely to be appropriate for the meaning.

> Click Apply.

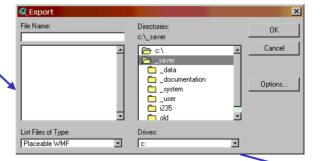




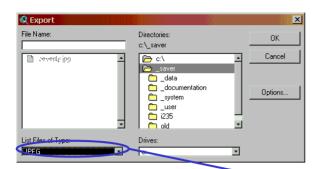
Next, you may want to save the map image for posterity or for purposes of inclusion into a report (e.g., the Feature Count report that you may have brought into Microsoft Word).

Go to the Display dialog box.

Click Export Image.

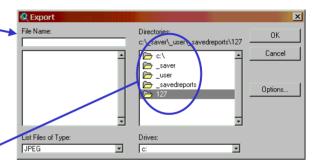


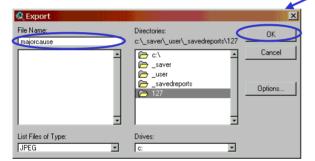
The Export window appears, enabling assignment of file names and choice of image save format.



Most often, JPEG images are small in file size so are relatively easy to transfer but they also often have sufficient image quality. The JPEG choice is at the bottom of the choices. Use whatever you wish, however.

Choose your save directory location or use the default save directory.





Assign a filename. It can be whatever you choose but you might consider a descriptive name.



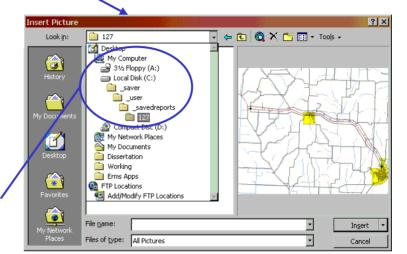
You can bring these images into many software packages (e.g., Word, PowerPoint, etc.). In this case, you'll be shown how to bring an image into MicroSoft PowerPoint.



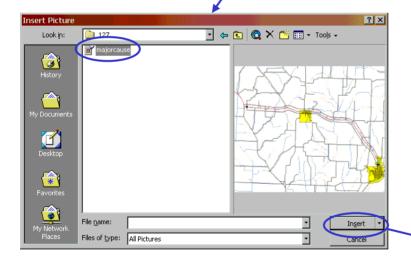
Once PowerPoint is open, choose the Insert drop down menu, then Picture → From File.

Within PowerPoint, you'll first have to pick some sort of presentation template. This may change between versions of PowerPoint. A blank template is usually good.

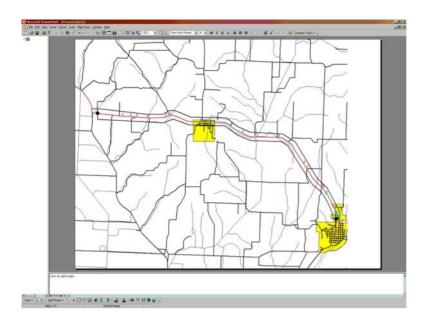
Choose Picture → From File.



Navigate to the file location.



Highlight the file and click Insert.

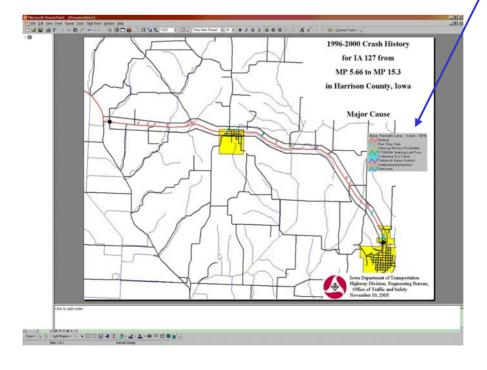


The image should appear.

Now, other presentation items may be inserted (title, key, agency, etc.).

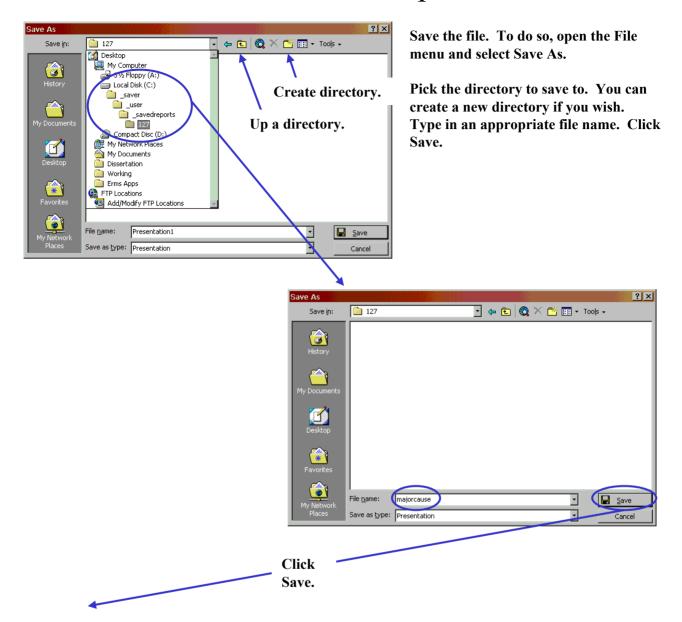
A key for the stacked items may be obtained by making a screen print of the ArcView map, pasting it into an image software, and clipping just the thematic theme's TOC listing. Start by having the map visible and making sure the TOC is wide enough to display the thematic descriptions. Then depress your <PrtSc> button on your keyboard (this is likely in the upper right of the keyboard). Then open up Microsoft Photo Editor or some other image software, clip the image to just the portion you want, and save it to file. Insert this file just as you did the map.





Insert a textbox for the title and type in an appropriate, descriptive title.

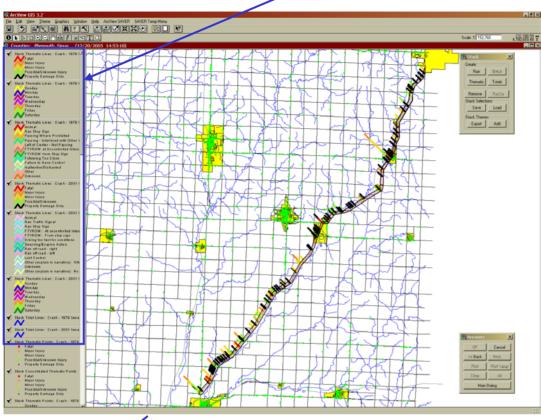
Insert any logo you might wish to include (e.g., the Iowa DOT logo). Then insert another textbox and type in an appropriate designation of your office.

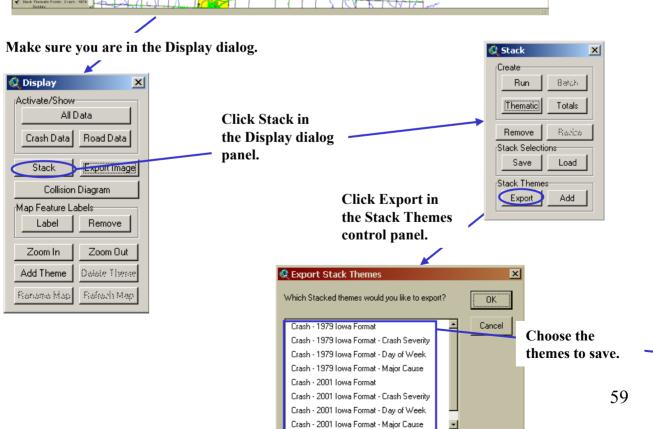


The file is saved. You may also print the file.

Next, we look at saving the individual themes to shapefiles -1) to preserve them in case we want to review them later and 2) to allow us to send our results to other SAVER or other GIS users (e.g., SAVER shapefiles can be read into GeoMedia which many in the Iowa DOT use).

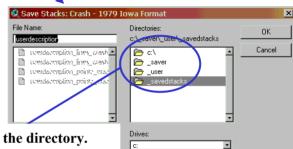
To begin, make sure that the themes you wish to save are active in the SAVER map window.



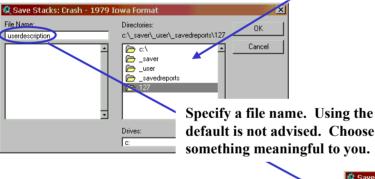


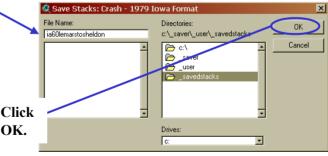


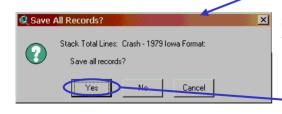
SAVER will open a Save File dialog. Using this dialog, you can specify a save location and a save name. Note that the Save File dialog identifies the stacked theme that is being saved at the top. Pick a name that is appropriate. It doesn't have to be long and SAVER will add some additional description to the file anyway.



Choose the directory.
You may use the default.

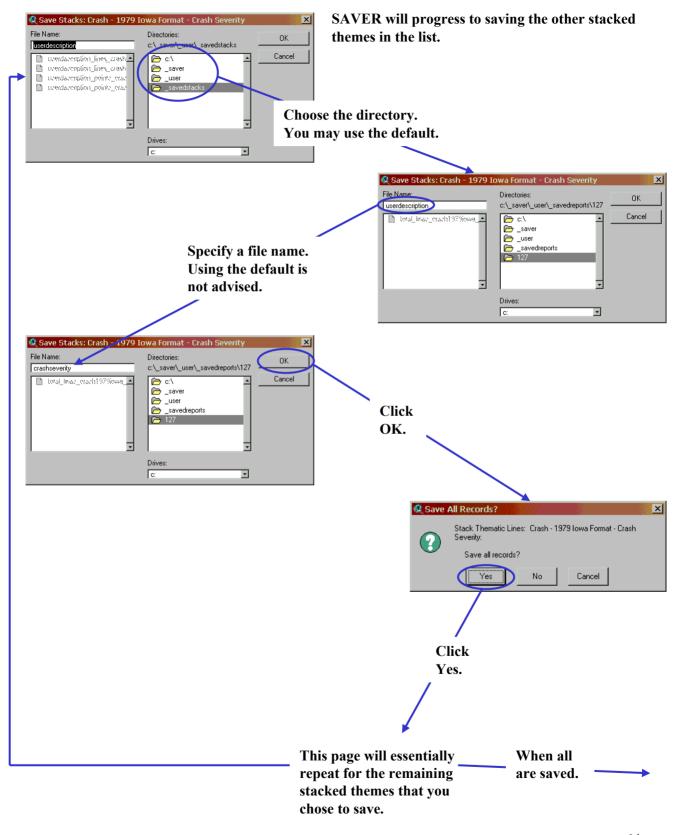


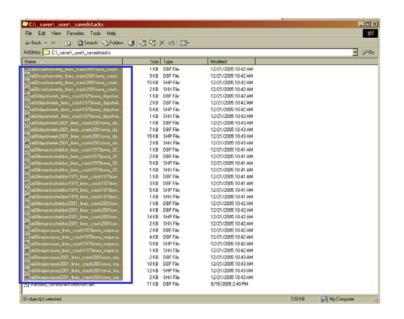




SAVER will ask you if you wish to save all records (i.e., the entire theme). This is usually the case.

Click Yes.

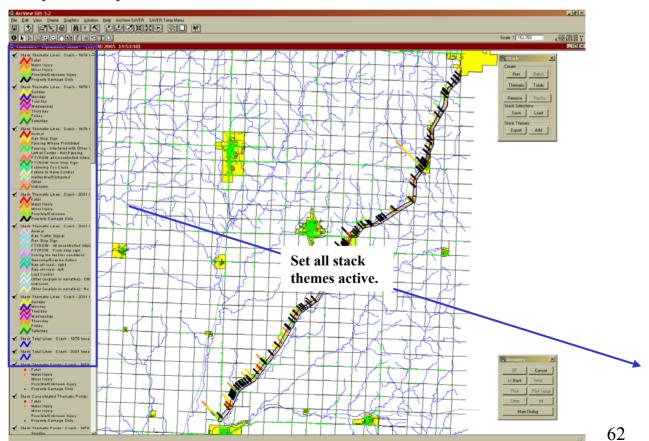


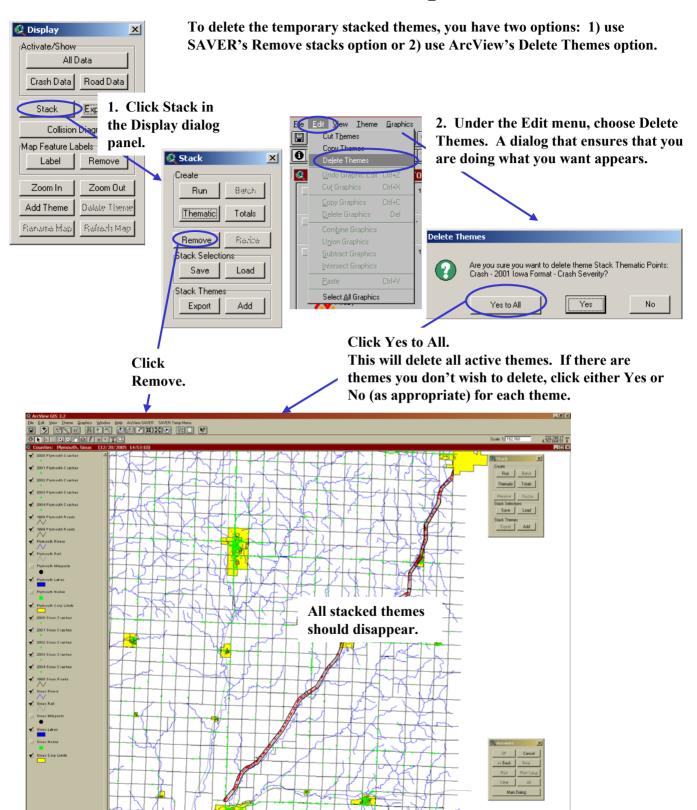


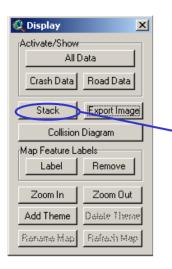
The image to the left shows Windows Explorer with a display of the files that were just saved. The highlighted files are those files. Note that I inserted user descriptions that essentially repeated the descriptive information that SAVER tacks on the end (e.g., "majorcause" is repeated in the filename). You might instead choose some sort of location descriptor, such as "ia60_lemarstosheldon". Whatever works for you.

If you didn't save the files into a subdirectory reserved for the current analysis, you could copy and paste these files into one for that purpose now.

Next, we'll want to remove the current stack themes from the view. These stack themes are only temporary, they will be erased from the system the next time you open SAVER. To have them appear properly next time you open this project, we'll need to open those themes that you saved in the previous steps.

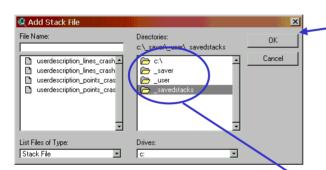






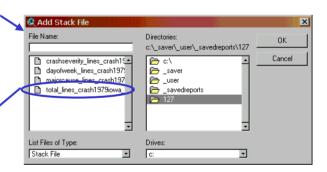
To open the stacks that were saved in the previous step, click Stack in the Display dialog panel.



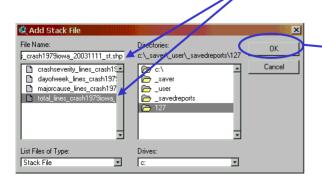


Click Add in the Stack Themes control panel.

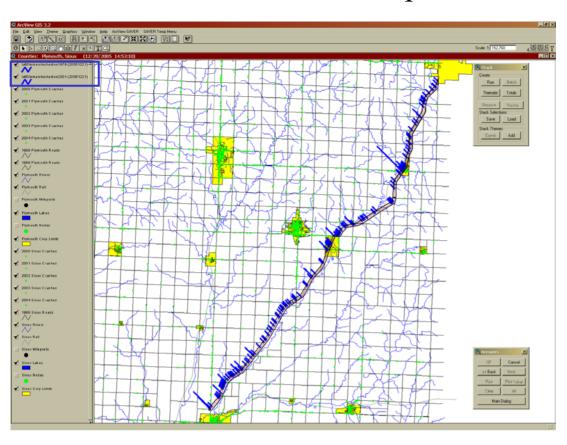
Find the folder where the stacks are saved.

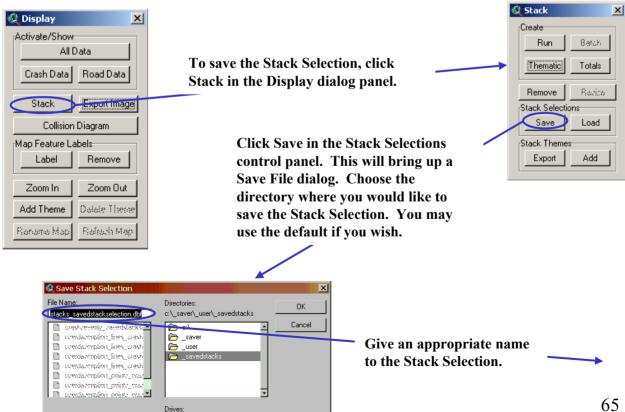


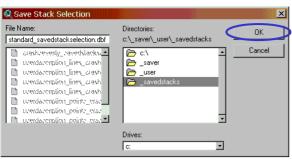
Select the stack(s) you would like to view.



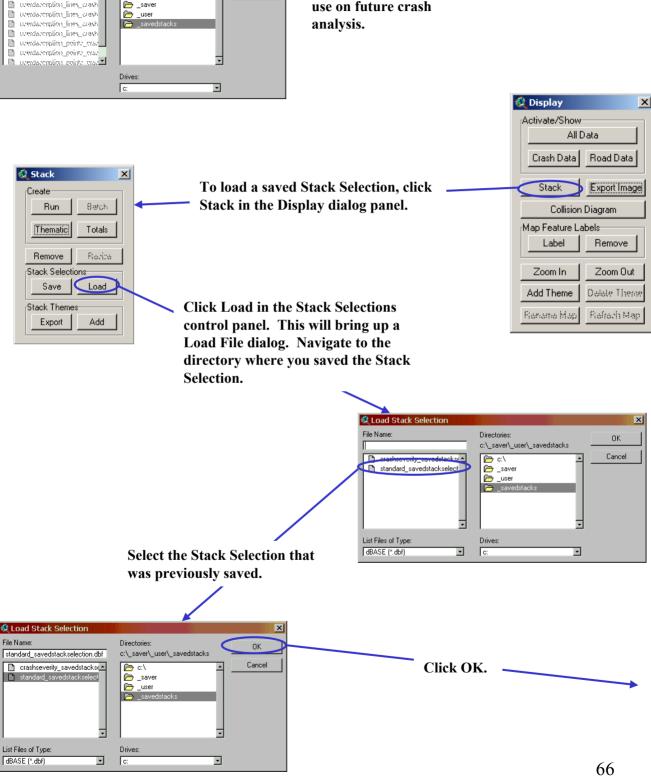
Click OK.



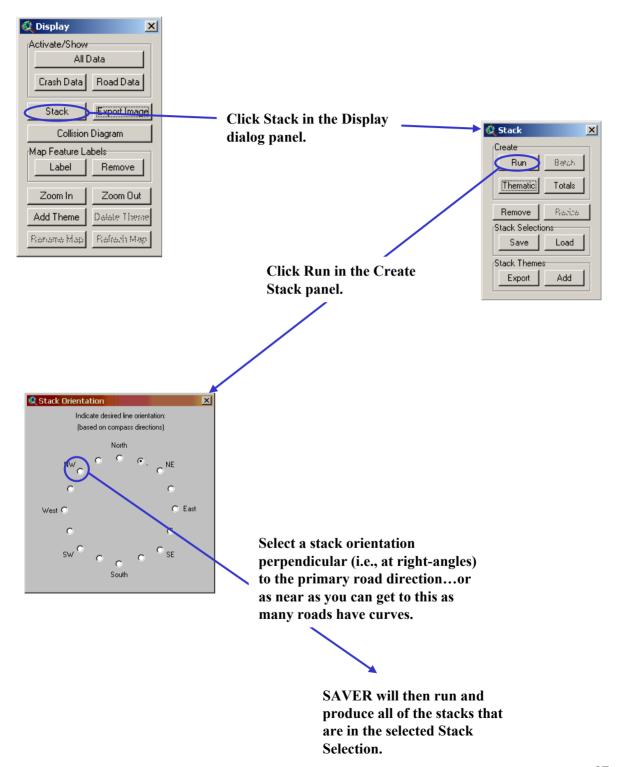




Click OK. This Stack Selection is now saved to use on future crash

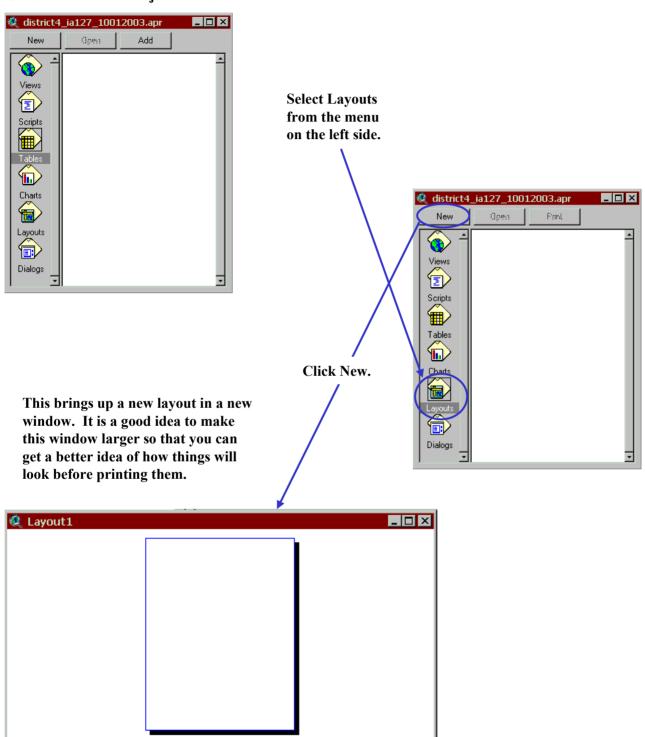


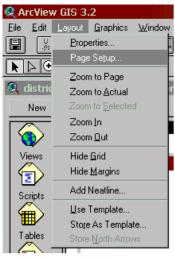
Make all the desired crash themes active.



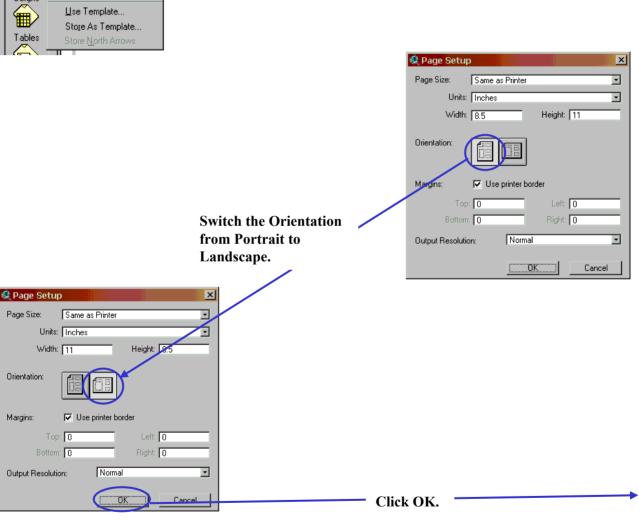
Layouts

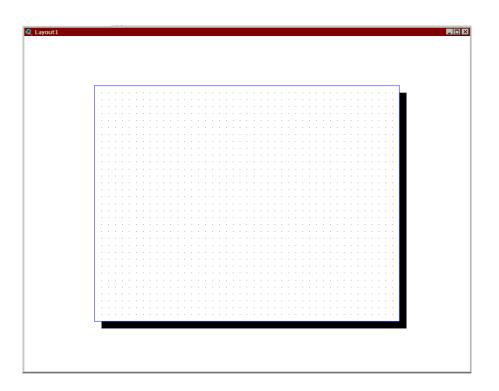
Go to the ArcView Project Window.





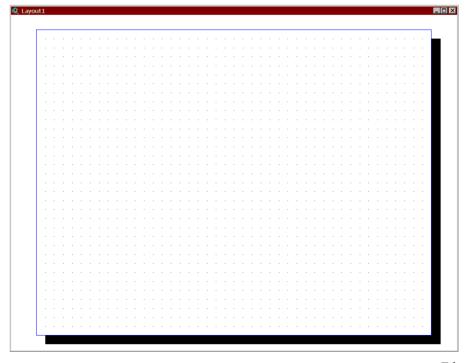
Select Page Setup from the Layout pull-down menu.





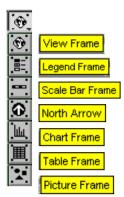


Select Zoom to Page tool button. This will zoom in so that the layout fills up the entire layout window.



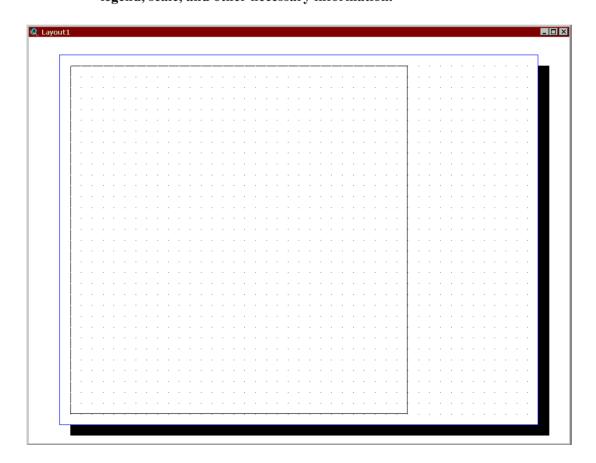


Select the View Frame tool button. (Make sure the button is depressed.)



View Frame

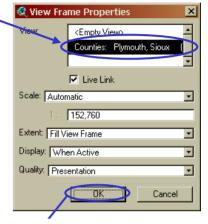
Click and drag a rectangle. This rectangle is where your previously created map will be on the page. It is probably a good idea to leave some space at the top or along one side as shown here for a title, legend, scale, and other necessary information.



After you draw the rectangle, the View Frame Properties dialog box comes up.

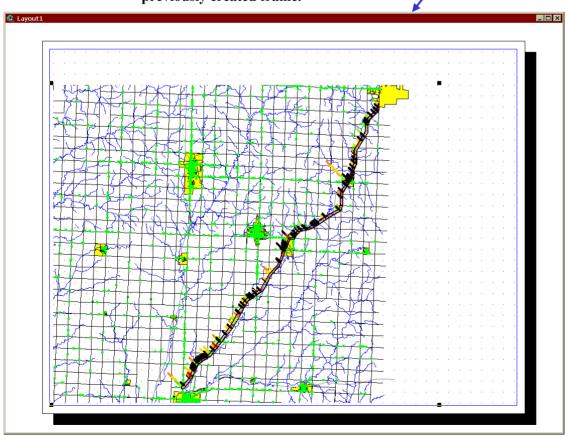


Click on the line that represents the project that you are working on.



Click OK.

The map then shows up in the previously created frame.



Now we will add a Legend.

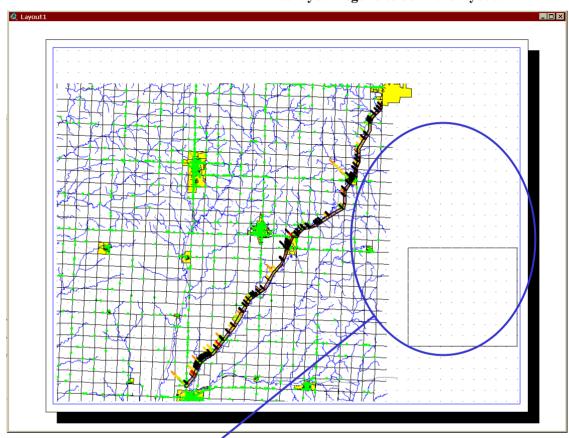




Select the Legend Frame tool button. This is on the View Frame button pull down menu. (Make sure the button is depressed.)

Click and drag a rectangle where you want your legend to be in the layout.





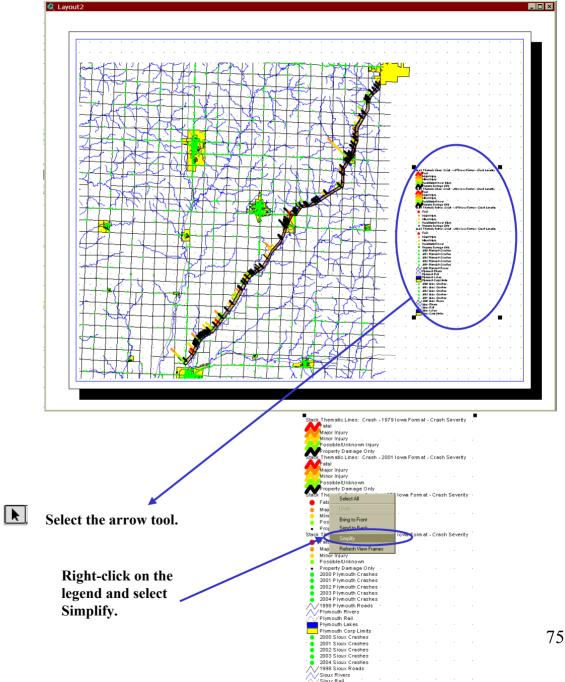
This brings up the Legend Frame Properties dialog box.



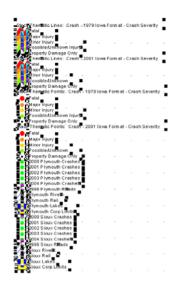
Click on the line that represents the project you are working on.



A legend will show up that includes all of the features that are displayed on the map. All of the themes that are listed along the left side of the screen in ArcView will be brought into the legend. This is probably more information than we need or want in our Legend.



IA 60, Le Mars to Sheldon, Plymouth and Sioux Counties, 2000-2004



All of the items in the legend should be selected. You can then hold down the Shift-key and unselect any of the items that are not needed in the key. A home side Lines: Cresh + 1979 lowe Form at - Cresh Severing the plant of the plan

Then delete the items still selected by pressing the Delete-key.



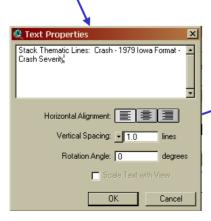
Then select the title for the legend.



Select Properties from the Graphics pulldown menu.

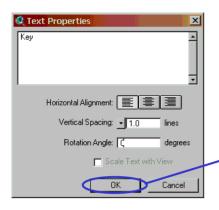


This brings up the Text Properties dialog box.



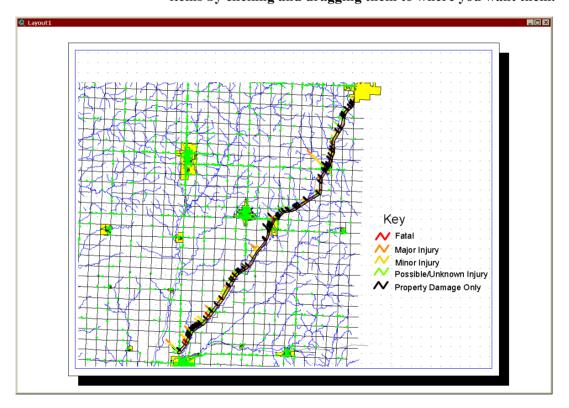
Change the title of the legend to something more appropriate such as "Key" or "Legend."

Click OK.





You can change the size of the individual items in the key by clicking and dragging the squares in the corners when the object is selected. You can also rearrange the location of the items by clicking and dragging them to where you want them.







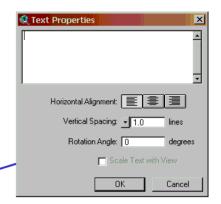
Now we will add a title to our layout.

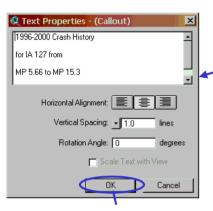
Select the Drop-Shadow tool button. This is on the Text button pull down menu. (Make sure the button is depressed.)





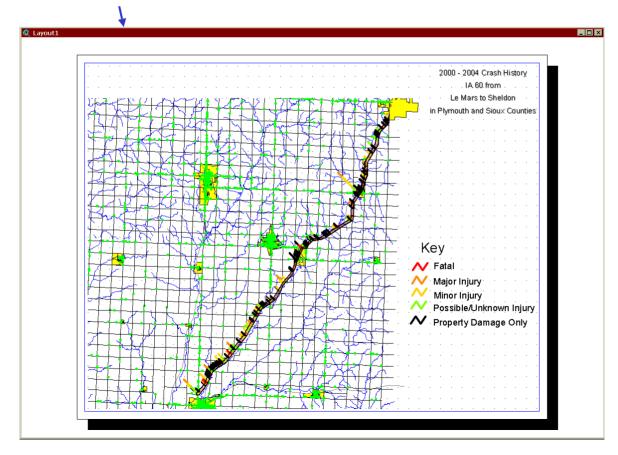
Click on the layout where you want the title of the layout. Location is not real important as it can be moved later if necessary using the pointer tool. This will bring up the Text Properties dialog box.





Type in an appropriate title for the layout. The information from the Feature Count Report is okay. This can also be formatted by changing the horizontal alignment or the vertical spacing.



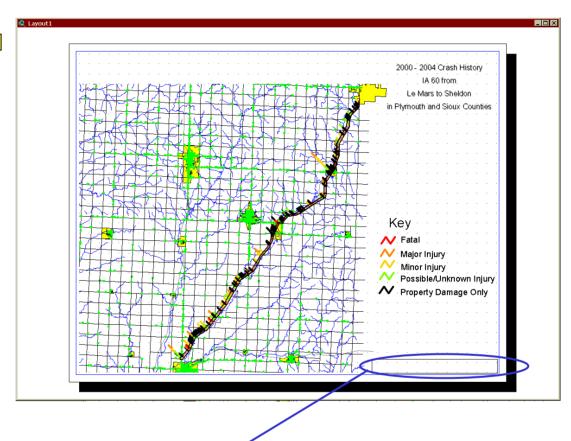


Now we will add a scale bar to our layout.

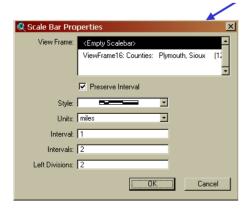
Select the Scale Bar Frame tool button. This is on the same button pull down menu as the View Frame and Legend Frame buttons. (Make sure the button is depressed.)



Scale Bar Frame

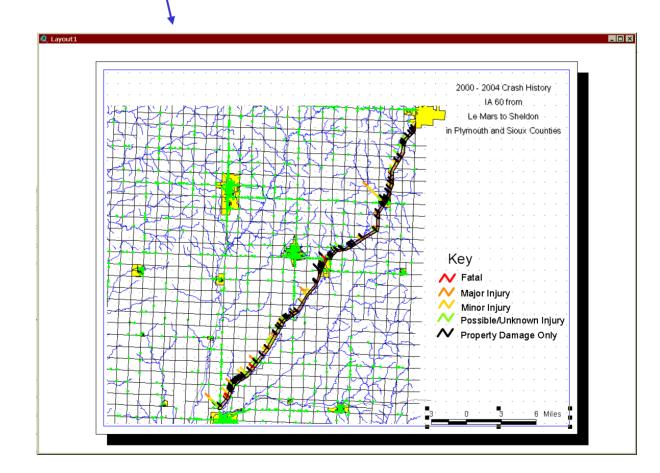


Click and drag a rectangle where you would like to place the Scale Bar. This will bring up the Scale Bar Properties dialog box.





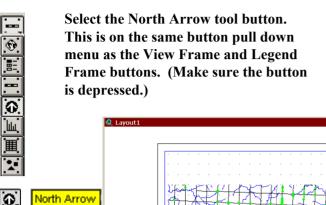
Click on the line that represents the project you are working on. Pick the style of scale bar that you want and change any options as necessary to fit your needs.

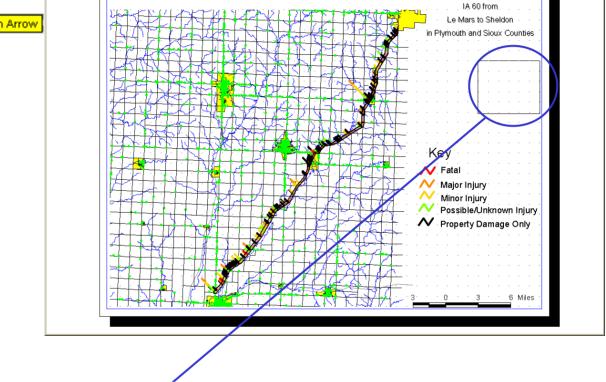


2000 - 2004 Crash History

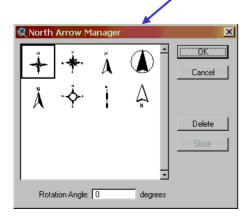
SAVER Example

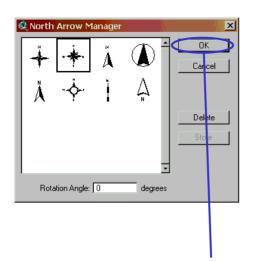
Now we will add a North Arrow to our layout.



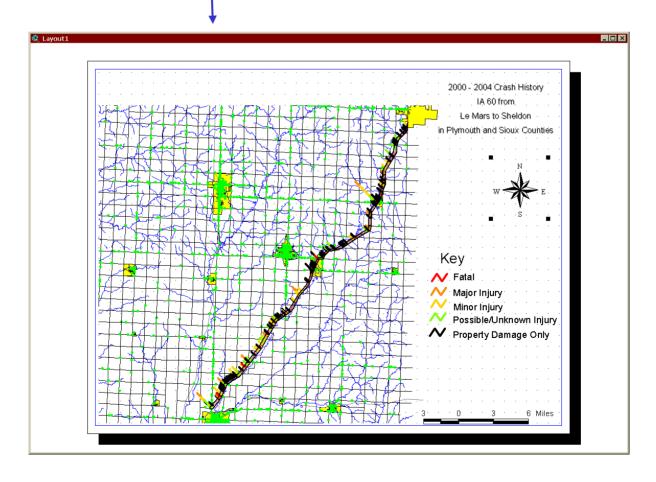


Click and drag a rectangle where you would like to place the North Arrow. This will bring up the North Arrow Properties dialog box.





Select the North Arrow that you want and click OK.

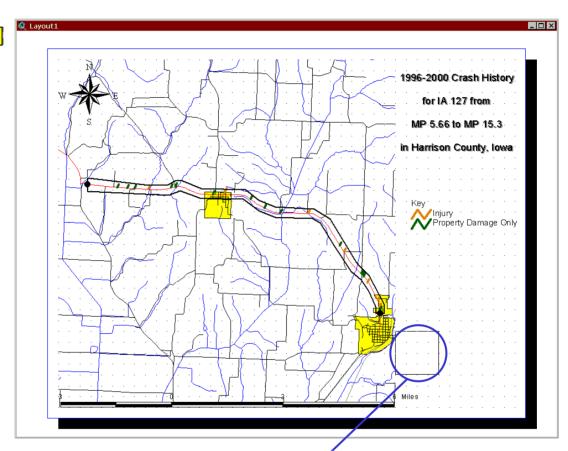


Now a DOT graphic will be added to the layout. This is optional and any graphic that you desire could be inserted instead.

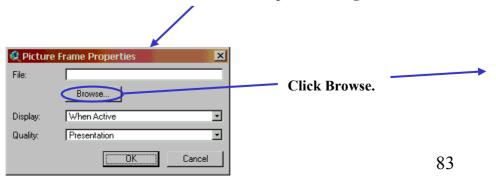
Select the Picture Frame tool button. This is on the same button pull down menu as the View Frame and Legend Frame buttons. (Make sure the button is depressed.)

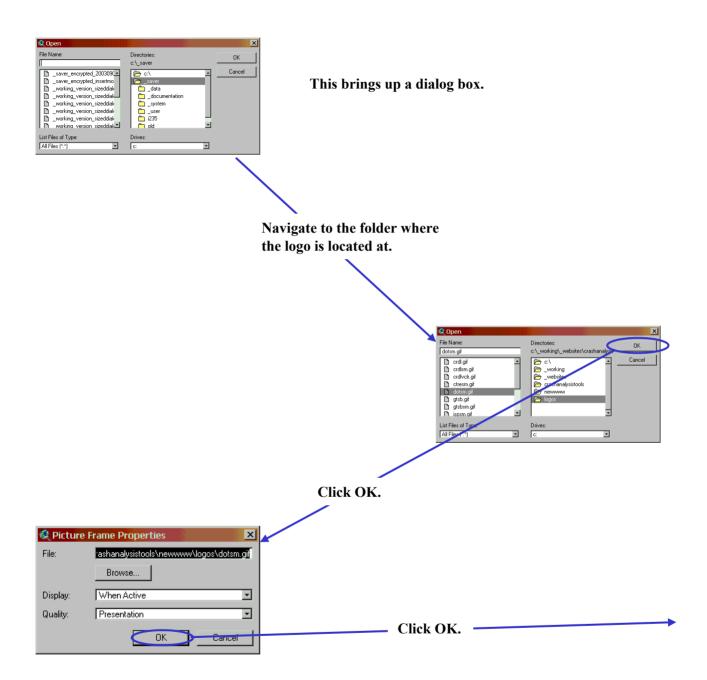


Picture Frame

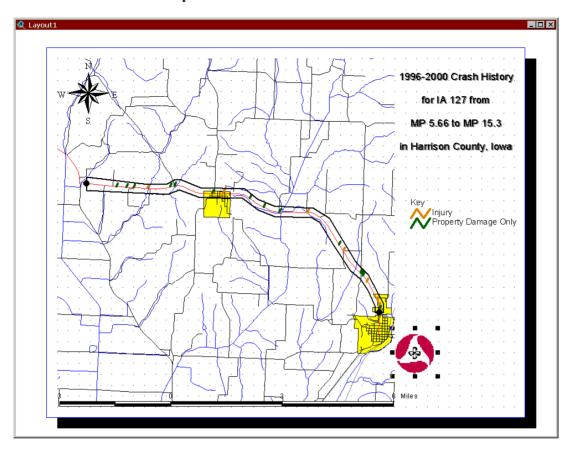


Click and drag a rectangle where you would like to place the graphic. This will bring up the Picture Frame Properties dialog box.





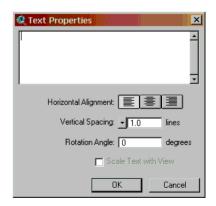
Now we will add some information about who made the map and the date.



T Text

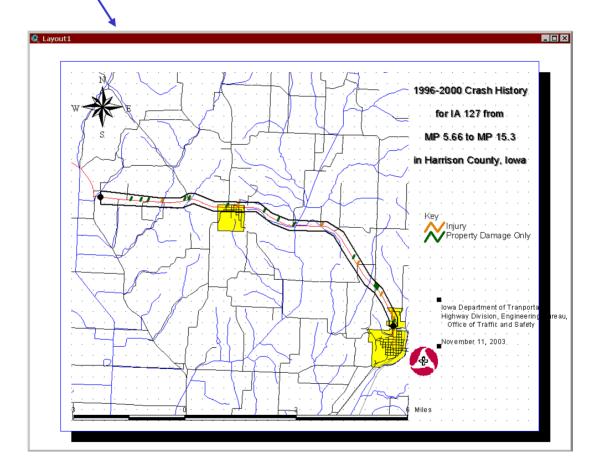
Select the Text tool button. (Make sure the button is depressed.)

Click on the layout where you would like the text to go. The exact location is not important as it can be moved later if necessary using the pointer tool. This will bring up the Text Properties dialog box.

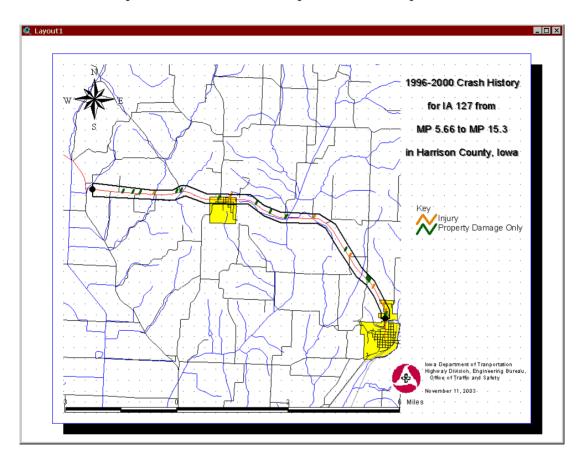




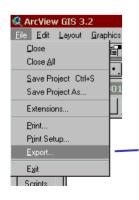
Type the text into the dialog box. Your name, office, and the date the map was created are some suggestions for what to include. You can put in more or less information as you see fit.



The layout is now complete with all of the necessary information. This could be printed from Arcview or exported to use in a presentation.



To export the image select Export from the Graphics pull-down menu.



This brings up the Export dialog box. Navigate to the location where you would like to save the image. You can also pick what format you would like to save the image as. Most often, JPEG images are small in file size so are relatively easy to transfer but they also often have sufficient image quality. The JPEG choice is at the bottom of the choices. Use whatever you wish, however.

